

15 September 1998

Administrative Communications

ADMINISTRATIVE AUTHORIZATIONS

This regulation establishes procedures and formats for publishing administrative authorizations within Civil Air Patrol (CAP) and identifies the sources of military authorizations.

1. General. Administrative authorizations are official, formally published documents which authorize specific services and actions. They include:

1.1. Transportation Authorization (TA). (Reference Figure 1.)

1.1.1. Purpose: Authenticates eligibility to travel on Department of Defense (DoD) aircraft and use of military facilities, services, military vehicle transportation in accordance with DoD directives, CAP-USAF and CAP programs.

1.1.2. Approved by CAP-USAF liaison region personnel.

1.2. Military Support Authorization (MSA). (Reference Figure 2.)

1.2.1. Purpose: Authenticates a CAP activity as an approved program and specifies type activity, date, location and military installation support in accordance with USAF support that has been requested and approved.

1.2.2. Approved by CAP-USAF liaison region personnel.

1.3. Personnel Authorization (PA). (Reference Figure 3.)

1.3.1. Purpose: Appoints individuals or groups to serve on boards and committees, and/or makes special assignments.

1.3.2. Approved by unit commander or delegate (appointed on a PA).

1.4. Participation Letter (PL). (Reference Figure 4.)

1.4.1. Purpose: Used to verify attendance and participation of CAP members in a CAP event or activity for personnel records.

1.4.2. Approved by unit commander or delegate (appointed on a PA).

1.5. Corporate Special Order (SO). (For National Headquarters CAP Use Only.) (Reference Figure 5.)

1.5.1. Purpose: Authorizes corporate and CAP personnel to travel and reimbursement of expenses.

1.5.2. Approved by the Executive Director or Assistant Executive Director at National Headquarters CAP.

2. Responsibilities.

- 2.1. The unit administrative officer prepares, reproduces, and distributes administrative authorizations IAW this regulation.
- 2.2. This task may be assigned to other senior member(s) providing member(s) are appointed on a PA as an assistant administrative officer by the unit commander.

SUMMARY OF CHANGES:

This publication implements new, approved format (changes numbering format and to a single column, deletes signature elements and official seal).

NOTE: A diamond (♦) identifies updated information.

FIGURE 1. TRANSPORTATION AUTHORIZATION (TA)

1" DEPARTMENT OF THE AIR FORCE GREAT LAKES LIAISON REGION 5440 SKEEL AVENUE SUITE 2 WRIGHT PATTERSON AFB OH 45433-5239															
1"	TRANSPORTATION AUTHORIZATION NO. 98-XX	1 October 1997	1"												
<p>The following individuals, Civil Air Patrol, are authorized to travel by military aircraft from Selfridge ANG Base MI to Maxwell AFB AL, 14 through 20 February 1998, to attend CAP Cadet Competition and return to Selfridge ANG Base, MI. Travel is authorized by Commander, CAP-USAF, under the provisions of DoD 4515.13R, Para 2.B.12 and the USAF approved DoD Airlift Passenger Eligibility for CAP programs letter. Travel is provided at the convenience of the United States Government. Lateral travel to other locations and variations in itinerary are not authorized. Members may wear either civilian attire or any CAP uniform prescribed in CAPM 39-1. Aircraft schedules and transportation availability are subject to change with little or no notice. Mission requirements may preclude military return airlift; therefore, travelers should possess sufficient funds to defray return travel by commercial mode. Military surface transportation, government quarters and messing facilities may be authorized at destination on a space-available basis in accordance with host installation procedures. Activity is an approved CAP program in compliance with AFI 36-5001.</p>															
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JAMES E. SMITH Director of Information Management		♦DISTRIBUTION 2 - Ea Ind 1 - Wing Liaison Office 1 - File													
1"															

Notes:

- a) **Heading:** Use appropriate CAP-USAF liaison region (LR).
- b) **Numbering:** Assigned by CAP-USAF LR in sequence beginning each fiscal year (1 Oct), starting with the number 01.
- c) **Signature:** Signed by an Air Force official.
- d) **Government commercial air rates (with TA) optional in lieu of space available.**
- e) ♦DOD 4515.13R TA paragraph reference for IACE should be "10.B".

FIGURE 2. MILITARY SUPPORT AUTHORIZATION (MSA)

1" DEPARTMENT OF THE AIR FORCE GREAT LAKES LIAISON REGION 5440 SKEEL AVENUE SUITE 2 WRIGHT PATTERSON AFB OH 45433-5239															
1"	MILITARY SUPPORT AUTHORIZATION NO. 98-XX	1 October 1997	1"												
The following individuals, Civil Air Patrol, are authorized use of Air Force facilities/services at Maxwell AFB AL during the period 5 through 10 January 1998 while attending the AFRCC Mission Coordinator Course. Military quarters and military surface transportation are authorized in accordance with AFI 36-5001 on a space-available basis in accordance with host installation procedures. Use of military messing/officer's club facilities have been approved. Use of exchange will be limited to essential items as outlined in CAPR 147-1 and AFI 34-203. Host installation mission requirements may result in short-notice changes precluding use of above facilities and services; therefore, personnel should possess sufficient funds to defray cost of commercial, off-base lodging and meals should this event occur. Activity is an approved CAP program in compliance with AFI 36-5001.															
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- c) **Signature:** Signed by an Air Force official.

FIGURE 3. PERSONNEL AUTHORIZATION (PA)

1" HEADQUARTERS ALABAMA WING CIVIL AIR PATROL United States Air Force Auxiliary 810 Willow Street Maxwell AFB AL 36112																															
1"	PERSONNEL AUTHORIZATION NO. 98-XX	1 January 1998	1"																												
The following individuals are appointed to the Alabama Wing, Civil Air Patrol, Wing Cadet Special Activities Selection Board, to act on the selection of cadets for special activities. The senior member present will act as president. A quorum of at least two female and three male members is required. AUTH: CAPM 50-16, Chapter 9.																															
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JEFFREY H. FOX, Lt Col, CAP Wing Administrative Officer		DISTRIBUTION 2 - Ea Ind 1 - Personnel Officer 1 - Wing Commander 1 - File																													
1"																															

Notes:

- a) **Heading:** Use address of unit preparing PA.
- b) **Numbering:** In sequence beginning each calendar year (1 Jan), starting with the number 01.

FIGURE 4. PARTICIPATION LETTER (PL)

1" HEADQUARTERS ALABAMA WING CIVIL AIR PATROL United States Air Force Auxiliary 810 Willow Street Maxwell AFB AL 36112	
1"	SUBJECT: Participation Letter
20 August 1997 1"	
1. The following individuals (are authorized to participate) (have participated) in the EAA Exhibition Air Show, Oshkosh WI, as cadet staff during the period 10-20 August 1997.	
<u>GRADE</u> CADET CADET	<u>NAME</u> JOHN SMITH BETTY BROWN
2. Transportation to or from such activity is not the responsibility of CAP and is provided "as available." Privately owned vehicle travel to or from such activity is performed strictly at the members' own risk (reference CAPR 77-1, Para 6c and CAPM 50-16, Para 8-10) and is not under CAP direction and control. Parents of cadets will be advised.	
JOHN B. GOODE, Maj, CAP Unit Commander	
1"	

Notes:

- a) **Heading:** Use address of unit preparing PL.
- b) **Either "are authorized to participate" or "have participated."**

FIGURE 5. CORPORATE SPECIAL ORDER (SO) (NAT HQ USE ONLY)

1" HEADQUARTERS CIVIL AIR PATROL 105 SOUTH HANSELL STREET MAXWELL AIR FORCE BASE, ALABAMA 36112-6332	
1"	SPECIAL ORDER NO. XX
1 October 1997 1"	
Mr. John E. Doe, CAP, 777-88-9999, is authorized to proceed on or about 23 Oct 98 from Montgomery AL to Birmingham AL for approximately 2 days for Personnel Law Update and return to Montgomery, AL. Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. Also obtain receipts for other reimbursable expenses, including official long-distance telephone calls. File receipts with your voucher for reimbursement of expenses. JFTR, Volume II, Chapter 4, Part L will be used as a guide to reimburse per diem and lodging (000000000-000) _____. Estimated travel cost for this TDY will be \$60.00. Estimated per diem cost for this TDY will be \$125.00. Traveler is ineligible for official government travel card. Limit advance to 80% of all authorized and allowable expenses. Privately owned vehicle is authorized.	
DAVID L. MILLER Chief, Administration	DISTRIBUTION 2 - Ea Ind 1 - HQ CAP/EX 1 - HQ CAP/FM 1 - File
1"	

Notes:

- a) **Heading:** Use National Headquarters CAP address.
- b) **Numbering:** In sequence beginning each fiscal year (1 Oct), starting with the number 01.